

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
APRIL 15, 2013
6:30 P.M.**

I. Call to Order/ (Closed Session) 6:00 P.M.

I. Call to Order/ (Regular Session) 6:30 P.M.

II. Invocation/Pledge of Allegiance

III. Adjustments/Approval of Agenda

IV. Public Comments

V. Approval of Consent Agenda

A. Minutes

1. **February 27, 2013 Budget Retreat Minutes**pg. 6-7
2. **March 27, 2013 Agenda Meeting Minutes**pg. 8
3. **April 1, 2013 Regular Meeting Minutes**pg. 9-25

B. Tax

1. **December 2012 Motor Vehicle Valuation & Levy**pg. 26-30
2. **Tax Releases for April 2013**pg. 31-40
3. **Property Tax Collection Agreement between Brunswick County and the Town of Calabash**pg. 41-46
4. **Tax Collections Report for March 2013**pg. 47-50

C. Financepg. 51-54

Health Fund-Immunization Program

Revenues:

Clinic Fees	135126-335006	\$14,000
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Expenditures:

Drugs	135126-423800	\$14,000
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The Health Department requests the budget amendment above to appropriate clinic fee revenue to replenish the Zostavax (shingles) vaccine supply. The Zostavax vaccine continues to be a high demand item due to increased educational efforts warning of the health risks associated with the virus.

Health Fund-Environmental Health Food & Lodging Program

Revenues:

State Revenues Restricted	135182-332000	\$15,415
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Expenditures:

Supplies & Materials	135182-426000	\$2,990
Equipment less than \$500	135182-426100	\$375
Travel-Mileage	135182-431100	\$750
Travel-Subsistence	135182-431200	\$500
Advertising	135182-439100	\$1,000
Contracted Services	135182-439900	\$9,500
Miscellaneous Expense	135182-449900	\$300

The Health Department requests the budget amendment above to appropriate a performance based bonus for Environmental Health Food & Lodging program received from the State of North Carolina in the amount of \$15,415. The funds were distributed as a result of the program's compliance rate for food and lodging inspections.

General Fund-Brunswick County Pretrial Release Program

Revenues:

Other Permits & Fees	104314-383958	\$22,000
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Expenditures:

Salary & Wages	104314-412100	\$(15,500)
Social Security and Medicare	104314-418100	\$(1,000)
Retirement	104314-418200	\$(2,000)
Health Insurance	104314-418300	\$(7,000)
Rent of Equipment	104314-441400	\$47,500

The Pretrial Release Coordinator requests the budget amendment above to appropriate fee revenue earnings in excess of the amounts budgeted and the use lapsed salaries due to a program vacancy for appropriation for rent of equipment to monitor offenders.

Grant Fund-2011 Urgent Repair Program

Revenues:

Investment Earnings	238186-383100	\$26
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Expenditures:

Construction	238186-464002	\$26
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The budget amendment above is to appropriate investment earnings earned on revenue in the 2011 Urgent Repair grant so that the grant can be closed.

**County of Brunswick, North Carolina
Brunswick County Grant Fund**

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Grant Fund:

2011 Urgent Repair Program:

Revenues:

Federal Revenues	\$75,000
Investment Earnings	\$26
Transfer from General Fund	<u>\$15,000</u>
Total 2011 Urgent Repair Program Revenues	\$90,026

Expenditures:

Advertising	\$749
Construction	<u>\$89,277</u>
Total 2011 Urgent Repair Program Expenditures	\$90,026

Section 2. This Capital Project Ordinance shall be entered into the minutes of the April 15, 2013 meeting of the Brunswick County Board of Commissioners.

D. DSS – Proposed Contract Amendment for Legal Services with Jess, Isenberg & Thompsonpg. 55-57
Staff requests approving amendment to the Legal Services Contract with Jess, Isenberg and Thompson.

E. Sheriff's Office – Proposed Surplus Patrol Car to the Bald Head Island Police Departmentpg. 58-60
Staff requests approving the transfer of a 2003 Crown Victoria to the Village of Bald Head Island.

F. Cooperative Extension – 2012 Brunswick County Voluntary Agricultural District Annual Reportpg. 61-74
Staff request approving the 2012 Voluntary Agricultural District Annual Report as presented.

VI. Presentation

- 1. Brunswick County Literacy Month Proclamation (Matt Ernst)**pg. 75
- 2. Sexual Assault Activism Month Proclamation (Deanna Stoker & Jude Knisely)**pg. 76

VII. Administrative Report

- 1. BSRI – Discussion of Location for the Proposed Leland Senior Center (Jim Fish)**pg. 77-78
Staff recommends receiving information from Brunswick Senior Resources Inc. regarding location of the Proposed Leland Senior Center.
- 2. BSRI - Bids for Renovations of the New Shallotte Senior Center and Administration Offices (Jim Fish)**pg. 79-89
Staff recommends Approving Proposal/Bid of Complete Remodeling Inc. for renovations to the Shallotte Senior Center.

3. **Utilities – Proposed Final Adjusting Change Order No. 1 with Carmichael Construction Company, Inc. on the Oak Island Water Reconnection Project (Jerry Pierce)**pg. 90-95
Staff recommends approving Final Adjusting Change Order to the Contract of Carmichael Construction Company Inc.
4. **Finance – Financial Report for March 2013 (Ann Hardy)**pg. 96-98
Staff recommends receiving March 2013 Financial Report as information.
5. **Administration – Proposed Food Services Agreement (Steve Stone)**pg. 99-112
Staff recommends approving the Termination of the Current Food Services Agreement with Aramark, Inc. effective May 18, 2013 and authorize the County Manager to sign a Letter of Intent to engage Trinity Services Group, Inc. to provide Detention, Senior and Retail Food Services.
6. **Human Resources-Pay Grade Proposal (Debbie Barnes)**pg. 113-114

VIII. Board Appointments

1. **Planning Board-(1 at-large and 1 alternate appointment)**pg. 115
2. **Brunswick-Columbus International Park Inc. (1 at-large appointment)**.....pg. 116

IX. County Attorney’s Report

X. Other Business/Informal Discussion

XI. Adjournment